



The California Department of Fish & Game Invites you to take the Departmental Promotional Examination for Environmental Program Manager II



FINAL FILING DATE: DECEMBER 19, 2008
(Application must be postmarked by this date)



Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

Position Information

Position Description

The Environmental Program Manager II plans, organizes, and directs sensitive and complex environmental programs of major importance to the employer. Incumbents have significant responsibility for formulating and administering policies and programs.

Salary Range: \$8006 - \$8830

How to Apply for this Examination

Where to Mail:

The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217b
Sacramento, CA 95814

How to Get an Application:

Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at www.spb.ca.gov/jobs/stateapp_adobe.htm.

Accommodations for Persons with Disabilities:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

Requirements for Admittance to the Examination

Minimum Qualifications for Admittance:

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Education: Possession of a bachelor's or advanced degree with a major in a biological, chemical, physical, environmental science, or a closely related scientific discipline. (Admission to a masters or doctoral degree program in a biological, chemical, physical, or environmental science, or a closely related scientific discipline shall be considered to meet these education qualifications.) **AND**

EITHER I

Experience: Two years of experience in the California state service performing the duties of an Environmental Program Manager I (Supervisory) or Environmental Program Manager I (Managerial)

OR II

Experience: Five years of broad, extensive, and increasingly responsible experience as a scientist in environmental analysis, management, research, planning, regulation, or investigation, at least two years of which must have been in an administrative or supervisory position in full charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or conducting a major environmental monitoring and surveillance or environmental management program; or in management of the work of a large multi-disciplined environmental investigatory or regulatory staff at a level equivalent to an Environmental Program Manager I (Supervisory) or Environmental Program Manager I (Managerial) in the California state service. Possession of a master's degree in a biological, chemical, physical, or environmental science, or a closely related scientific discipline may be substituted for one year of the required general experience; possession of a doctorate in the above-named disciplines may be substituted for two years of the general experience.

Make Sure you Also Meet These Conditions:

All applicants must meet the experience requirements for this examination and have a permanent civil service appointment with the Department of Fish and Game as of December 19, 2008 to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Examination Information

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| Type of Examination: | This examination consists of a supplemental application weighted 100.00% . COMPETITORS WHO DO NOT COMPLETE THE SUPPLEMENTAL APPLICATION WILL BE DISQUALIFIED. Accepted competitors will be given this examination electronically through "Survey Monkey", an information technology program. |
| Scope of Examination: (STUDY THIS to prepare for examination) | <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Basic principles of land, water, fish, wildlife, and other natural resources research.2. Principles of ecology.3. Statistical methods.4. Land-use practices with reference to their general effect on human health, natural resources, and the environment.5. Effects of waste material and their interactions on the environment.6. Chemical reaction.7. State and Federal environmental rules, regulations, and requirements.8. The legislative process, and the environmental programs and policies of the State.9. Principles and techniques of personnel management and supervision.10. Budgeting and other administrative functions.11. A manager's/supervisor's role in the Equal Employment Opportunity Program (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) and the processes available to meet affirmative action and equal employment opportunity objectives. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Collect environmental data.2. Analyze and evaluate data and reach sound conclusions.3. Review, check, and interpret scientific and environmental reports.4. Analyze situations and take appropriate actions.5. Establish and maintain cooperative relations and effective communications with local governments and all persons contacted.6. Prepare clear, complete, and technically accurate reports.7. Apply rules, regulations, policies, and requirements of State and Federal environmental protection and resource management programs.8. Develop innovative solutions for difficult environmental management problems.9. Provide leadership in accomplishing basic functions and objectives in assigned programs.10. Inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.11. Plan, organize, and direct the work of others.12. Perceive the alternatives available in the solution of management problems and select realistic courses of action.13. Effectively contribute to the Department's Equal Opportunity (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) objectives. |
| Additional Desirable Qualifications | In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications." Experience in management, research, planning, or consultation in environmental programs, demonstrated environmental management skills, and knowledge of broad principles of economics and political science will be given preference. |
| Veterans Preference: | Veteran's preference credit is not granted in promotional examinations. |
| Length of List Eligibility: | A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. |

Questions?

If you have any questions concerning the Environmental Program Manager II examination or the testing process, please contact Carolyn Rendón, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.